

## MILPERSMAN 1070-080

### ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)

<b>Responsible Office</b>	NAVPERSCOM (PERS-313)	Phone:	DSN COM FAX	882-3406/3418 (901) 874-3406/3418 882-2664/2743
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<b>References</b>	(a) DoDI 1336.08 of 13 Nov 2009 (b) BUPERSINST 1070.27B (c) COMNAVPERSCOMINST 5000.1, NAVPERSCOM Administrative Manual, article 0110-540
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1. **Policy**. The Enlisted Official Military Personnel File (OMPF) is maintained per references (a) and (b), and contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving or have served in a dual officer - enlisted status, the Enlisted OMPF may contain both enlisted and officer documents as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Record Categories**. Documents filed in the Enlisted OMPF are placed in 1 of 16 categories based on the type of information in the document. Each category is assigned a unique field code which allows us to group or control access to documents by type. The following outlines the categories of documents filed in the Enlisted OMPF.

Field Codes	Categories
30	procurement - contracts, enlistment/reenlistment documents (e.g., service agreements and statements of understanding).
31	classification and assignment - history of assignments, (miscellaneous correspondence on classification and assignment).

32	administrative remarks (entries required for permanent retention)
33	separation and retirement - (e.g., DD214, DD215, statements of service, separation orders, reserve retirement point credit reports, RCSBP election, casualty reports, miscellaneous separation and retirement correspondence)
34	miscellaneous professional service history - (e.g., DD1966, Military Processing Record, drug and alcohol abuse statement of understanding, key employee determination, miscellaneous correspondence concerning professional service history)
35	enlisted performance documents - performance evaluations (e.g., fitness reports, service member rebuttal, letters of explanation, performance evaluation correspondence)
36	training and education - (e.g., NAVPERS 1070/604, NAVPERS 1070/881, language proficiency test, college transcript and diploma, completion certificates for courses not documented on NAVPERS 1070/604 or NAVPERS 1070/881)
37	decorations, medals, and awards - personal award citations, (e.g., NAVPERS 1070/880, entitlement letters, weapon qualification letters)
38	adverse information - (e.g., unauthorized absence, in hands of civil authorities, court memorandum, punitive letters, drug and alcohol abuse report, civil conviction/probation report, adverse case files)
39	emergency data/beneficiary slips (e.g., Servicemembers' Group Life Insurance documents)
40	record changes
41	security clearances , termination statement, revocations, classified information nondisclosure agreement
42	security miscellaneous
43	medical documents - (e.g., entry and separation medical examinations, medical history reports, medical board bindings, physical evaluation board hearing, limited duty assignments)
44	record request/disclosures/out of service inquiries/response
45	personal information - (e.g., thrift savings plan election, USN illicit behavior screening)
99	Miscellaneous and temporary information

### 3. Record Update

a. Personnel Offices/Personnel Support Activity Detachments shall prepare and forward documents, as required by the document's governing directive and in compliance with reference (b), to update the Enlisted OMPF.

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation.

c. For dual-status members, officer documents submitted to NAVPERSCOM per MILPERSMAN 1611-010 or 1611-020 will be filed in the enlisted OMPF if directed by COMNAVPERSCOM. These documents shall be "finish filed" to the OMPF by the NAVPERSCOM office of primary responsibility (OPR). To ensure the documents are entered into the appropriate enlisted field code, the OPR shall stamp the documents "Finish File" in Field Code (appropriate code listed above), OPR PERS-XXX (pers code filing the document) per reference (c).

d. Documents should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the OPR, third-party personal information (most often Social Security Numbers (SSN), home addresses, phone number, and dates/places of birth) must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

#### 4. Record Corrections/Changes

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes the property of the Department of Navy (DON). Except for administrative or clerical errors, documents filed in the OMPF may not be removed or changed, except by authorization of the Secretary of the Navy.

(1) Administrative or clerical errors may be corrected per MILPERSMAN 1070-210 or the regulation requiring the original document. When a document is corrected in the OMPF, corresponding data must be corrected in the Navy Standard Integrated Personnel System (NSIPS)/Electronic Service Record (ESR).

(2) Documents found in the OMPF that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM, Records Management Policy Branch (PERS-313).

(3) Other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Review/ Access**

a. Access to the record is normally limited to the member concerned, an agent or representative authorized in writing by the member, NAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, duly convened boards of the Department of the Navy, courts-martial, and as directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of those members nominated for assignments or in connection with the detailing process unless specifically approved by Chief of Naval Personnel, NAVPERSCOM, or the Assistant Commander, NAVPERSCOM, Career Management Department (PERS-4).

6. **Documents for Selection Board Review.** Documents in field codes 30 through 38 are provided to selection boards.